

FREDERICK COUNTY SHERIFF'S OFFICE

Corrections Bureau

2011 Annual Report



SHERIFF CHARLES A. JENKINS

Frederick County, Maryland

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VISION STATEMENTS

FREDERICK COUNTY SHERIFF'S OFFICE **VISION STATEMENT**

The Frederick County Sheriff's Office is committed to providing services that are fair, impartial and effective while holding employees to the highest standards of efficiency, morality and professionalism. The Sheriff's Office is comprised of skilled dedicated professionals, striving to be proactive, rather than reactive where possible. We are responsible and accountable to each other as well as the public we serve. We believe in God, ourselves, our country, state and county. We believe in the concept of continuous improvement in all our endeavors, always striving to be the best we can be.



Corrections Bureau **Vision Statement**

The Corrections Bureau's VISION is to; strive to be proactive not reactive in every aspect of operation, empowering all staff to perform to their highest expectation, enable decision and duty flexibility within established policy and procedure, being responsible and accountable to each other and our shared duty and vision. With these objectives our organization will become an efficient agent of change for staff, offenders and the public we serve; never forsaking the element of evaluation to assure we are always the best we can be.

Purpose of a VISION

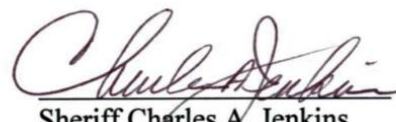
A VISION identifies what the organization stands for and where the organization intends to go. It is a simple inspirational focusing statement that helps all the organization's employees identify with a cause greater than themselves. A VISION helps everyone in the organization see clearly where it is they are working so hard to go. A VISION helps us see why and how our work is important. Having a common VISION creates great unity and a sense of commitment. Victor Frankel (1985) wrote about his observations in a Nazi concentration camp during World War II; he realized that those who survived in the most dreadful of conditions were those who had a VISION, a picture of what they were supposed to do in life, a purpose of being. All of us strive to have a purpose in the various areas of our lives; therefore, if we are committed to a purpose, to something greater than ourselves, we are much more likely to be motivated, energized, creative and loyal. Sometimes direction in travel eludes us, but with the map of a VISION, the direction is clear.

FROM THE SHERIFF

As the Sheriff of Frederick County, it is my privilege to present the Frederick County Sheriff's Office Corrections Bureau Annual Report for 2011. This annual report highlights the achievements of detention center staff and the success of our many detention center programs as we continue to move forward in 2012 and beyond. Understanding that the primary mission of the detention center is the safety and security of inmates, our correctional officers do far more on a daily basis that goes largely unnoticed. The field of corrections in general is a vital part of the criminal justice system. Our correctional officers' deal with individuals from all segments of society who are incarcerated for every crime imaginable, with a wide range of emotional, psychological, and substance abuse issues.

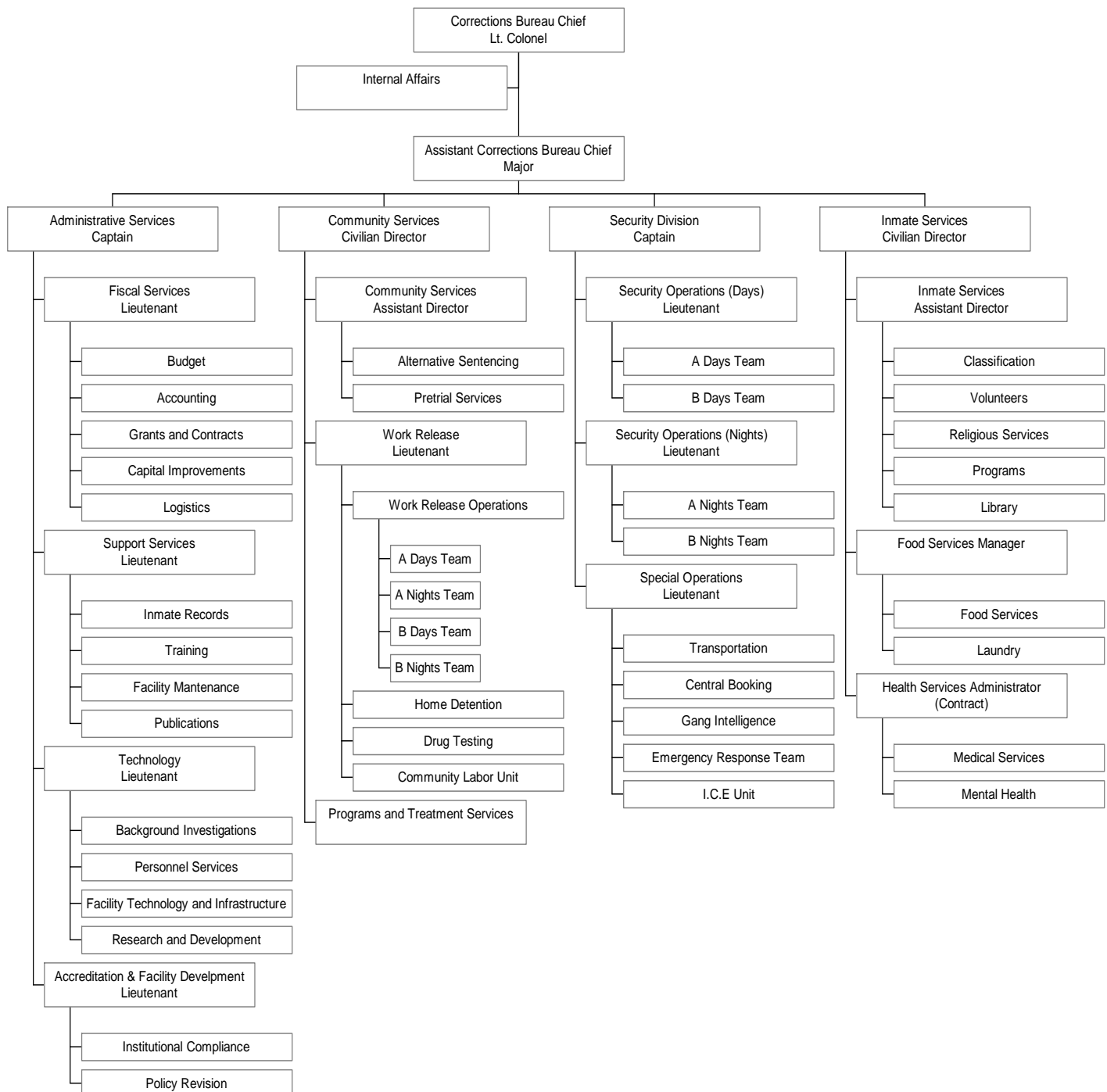


The Frederick Count Adult Detention Center continues to improve its daily operations through the implementation of state-of-the art technology to include tracking routine security checks, the electronic tracking of inmate movement, and expanded video surveillance throughout the facility. These advances in technology allow staff to eliminate risks and increase efficiencies in our day to day operations. Our partnership with the Department of Homeland Security through our participation in both the 287g and Secure Communities Programs is going extremely well as we have very recently processed our 1000th detainer through the 287g Program. The facility is routinely audited for compliance in both state and federal correctional standards and continually exceeds those standards, being recognized as a model facility throughout the state and region. Despite the ongoing cuts in our operational budget, the Corrections Bureau has maintained a high level of excellence in the effective delivery of necessary and essential services in the field of corrections. The citizens of Frederick County should recognize that the Frederick County Adult Detention Center is a very secure, safe, and efficient facility. It is also important to recognize and appreciate the fine job that our correctional staff does each and every day.



Sheriff Charles A. Jenkins
Frederick County, Maryland

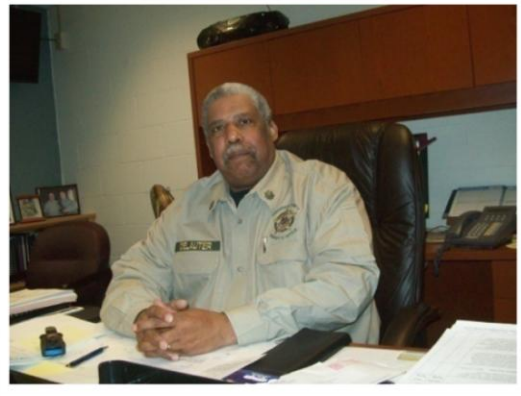
CORRECTIONS BUREAU ORGANIZATIONAL CHART



CORRECTIONS BUREAU COMMAND

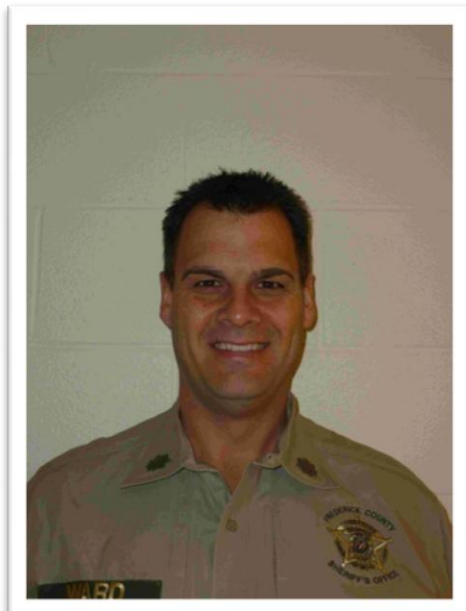
Lieutenant Colonel William V. DeLauter

The Corrections Bureau changed leadership in 2010. After the retiring of Lt. Col. Steven E. Rau, Lt. Col. William V. DeLauter was promoted and appointed by the Sheriff as the Corrections Bureau Chief on May 8, 2010. Lt. Col. DeLauter has been with the Frederick County Sheriff's Office – Corrections Bureau since March 28, 1985. He is a graduate of Frederick High School and attended the Frederick County Community College Criminal Justice Program. Lt. Col. DeLauter started his career as a line officer and has held the positions of Work Release Supervisor, Shift Supervisor, Security Lieutenant, Director of Administrative Services, Director of Security, Assistant Bureau Chief and Acting Bureau Chief. He is a member of Mid-Atlantic States Correctional Association (MASCA), Maryland Correctional Administrators Association (MCAA) and was the Chairman of the Metropolitan Washington Council of Government's Corrections Chiefs Committee in 2007. Lt. Col. DeLauter is a certified Maryland Police and Correctional Training Commissions Instructor as well as a Certified Firearms Instructor. He has successfully completed the nine-month Leadership Challenge, which was held by the Maryland Police and Correctional Training Commissions. Lt. Col. DeLauter also completed the University of Maryland's Fire & Rescue Institute's Basic Public Information School and the Department of Homeland Security's Advanced Public Information Officer School. Lt. Col. DeLauter is also a Vietnam Veteran having served in the U.S. Navy from 1969 to 1973.



Major David W. Ward

Major Ward has been with the Frederick County Sheriff's Office – Corrections Bureau since October 9, 1990. He is a graduate of Frederick High School. During his career, he has been the Compliance/Disciplinary Officer, Transportation Supervisor, Shift Supervisor, Security Lieutenant, Commander of Support Services, Director of Administrative Services and Director of Security. Major Ward is a Duly Authorized Inspector for the Maryland Commission on Correctional Standards, as well as a member of the Metropolitan Council of Governments, a member of MASCA (Mid Atlantic States Correctional Association) and Maryland Correctional Administrators Association. He has also successfully completed the Maryland Police and Correctional Training Commissions nine-month Leadership Challenge, U.S. Department of Justice FBI Crisis Negotiation Course, and is a member of the Frederick County Sheriff's Office Crisis Negotiation Team.



DIVISION DIRECTORS

Director of Security



Captain C. Steve Snow began his career with the Frederick County Sheriff's Office - Corrections Bureau on February 6, 1995. He is a graduate of Fort Hill High School. Capt. Snow has attended Allegany Community College and Marshall University where he studied Management Practices. Captain Snow began his career as a line officer and has held assignments as a Field Training Officer, Transportation Officer, Shift Supervisor, Work Release Supervisor, Commander of Special Operations, Commander of Security Operations, and Director of Administrative Services. Captain Snow was a member of the

Detention Center's Emergency Response Team for nine years and was awarded lifetime member status to the Sheriff's Office Honor Guard in July 2006. Captain Snow is a member of the Mid-Atlantic States Correctional Association (MASCA), Metropolitan Council of Governments and the Maryland Correctional Administrators Association (MCAA). He has also successfully completed the Maryland Police and Correctional Training Commissions nine-month Leadership Challenge, completed the University of Maryland Fire & Rescue Institute's Basic Public Information School, completed the Department of Homeland Security Advanced Public Information Officer School, received certification in Jail Administration from the National Institute of Corrections, and is a Duly Authorized Inspector for the Maryland Commission on Correctional Standards. Captain Snow is a Maryland Police and Corrections Training Commission Certified Instructor and a Frederick County Certified Drug Manager.

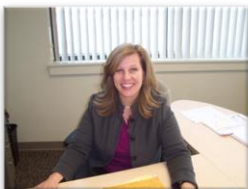
Director of Inmate Services



The Corrections Bureau's Inmate Services Division has been under the command of Ms. Lori Frazee since March 24, 1999. Ms. Frazee has been with the Frederick County Sheriff's Office – Corrections Bureau since December 12, 1994. She received a Bachelor of Arts degree in Social Work from Hood College in 1982 and a Masters of Arts degree in Human Sciences from Hood College in 2000. Ms. Frazee is a member of the Maryland Correctional Administrators Association (MCAA), American Correctional Association (ACA), American Jail Association (AJA), and a member of the Frederick

County Substance Abuse Advisory Council. Ms. Frazee participates in the Maryland Community Criminal Justice Treatment Program, Children of Incarcerated Parents Project, and is a Frederick County Certified Drug Manager. Ms. Frazee has also successfully completed the Maryland Police and Correctional Training Commissions nine-month Leadership Challenge.

Director of Community Services



Mrs. Theresa Benner has been employed with the Frederick County Sheriff's Office Corrections Bureau since August 29, 1983. She began her career as a line officer and was promoted to Shift Sergeant in 1985. On December 10, 1988, Mrs. Benner became Director of Community Services as the jail expanded its operations to include a 64-bed Work Release Center. Mrs. Benner implemented the startup of the Work Release Program and on-site drug testing program in 1989, and then the Home Detention Program in 1991. She currently oversees the new 128-bed Work Release Center that

opened in 2005. The Community Services Division expanded its correctional programs to include the Pretrial Services Program in 1995, the Alternative Sentencing Program in 1995, P.A.D.D.D. Program (Positive Alternatives to Dangerous and Destructive Decisions) in 2007, Drug Court Community Service and Third Millennium Program in 2008. Mrs. Benner was awarded the 2003 Correctional Employee of the Year, won an Outstanding Performance Award in 1998, and received a Frederick County Special Achievement Award in 2005. Mrs. Benner studied Criminal Justice Administration at Mansfield State College and Indiana University of Pennsylvania. She is a graduate of the Pennsylvania Municipal Police Officer's Training Academy. Mrs. Benner is a Frederick County Certified Drug Manager, County Safety Committee member and Frederick County Building Manager. She completed the year long Maryland Police and Correctional Training Commissions Leadership Challenge Program, is a member of the Maryland Correctional Administrators Association (MCAA), Maryland Criminal Justice Association (MCJA), and American Correctional Association (ACA).

Administrative Division

SUPPORT SERVICES

The Commander of Support Services is responsible for the daily management and monitoring of Facility Maintenance, Inmate Records, and Publications. Training, Administrative Specialists and County Maintenance Technicians support the Commander of Support Services.

Facility Maintenance

The Frederick County Adult Detention Center is assigned full-time Maintenance Technicians from the County's Maintenance Department. Duties include, but are not limited to, replacement/repair of electrical systems, heating and air conditioning, cameras, kitchen equipment, gas fired boilers, and back-up generators.

Inmate Records

The area of Inmate Records is assigned Administrative Specialists, who perform a wide range of duties. Staff work at a supervisory level, managing all aspects of the inmate base files, and utilize personal discretion when handling inmate records affairs. Duties include inmate base record management, typing, filing, and preparation of correspondence to the courts and other law enforcement/correctional jurisdictions. Additionally, inmate base files are maintained under strict guidelines in accordance with the Maryland Commission on Correctional Standards.

Training and Staff Development

The Maryland Police & Correctional Training Commissions requires that within one (1) year of appointment to the position of Correctional Officer or Support Staff, attendance in our Maryland Correctional Training Commission approved academy. Correctional Officers are required to receive a minimum of 200 hours of training and Support Staff require a minimum of 120 hours of training their first year. One Sergeant and a Correctional Officer coordinate the training for the Corrections Bureau, as well as the Corrections Academy.

Publications Management

The creating, editing, and printing of all in-house manuals, forms, and handouts are handled through Support Services. .



ACCREDITATION AND COMPLIANCE

The Frederick County Sheriff's Office - Corrections Bureau is governed by local, state, and federal laws. Compliance with these regulations is crucial to the success and operating effectiveness of our facility. Agencies and organizations that continuously monitor and audit the facility include, the Maryland Commission on Correctional Standards (M.C.C.S.), Maryland Police and Correctional Training Commissions (M.P.C.T.C.), the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.), National Commission on Correctional Health Care (N.C.C.H.C.), Maryland State Fire Marshal's Office, and Maryland Occupational Safety and Health Administration (M.O.S.H.A.), just to name a few. A Lieutenant ensures compliance with the numerous rules, regulations, and standards.

Compliance/Disciplinary Section

The Compliance/Disciplinary Sergeant is responsible for monitoring compliance with standards issues, review/documentation of incident reports, management and accountability of security hardware, the inmate telephone system, and inmate disciplinary action. Correctional staff prepare incident reports for a variety of reasons to document various actions, situations, and information pertinent to the operations process. The Compliance Section compiles statistical data on all incident reports prepared by staff.

This Section is also responsible for conducting inmate disciplinary hearings. Disciplinary hearings are the primary instruments where rules and

regulations of the facility are maintained and enforced. The Compliance/Disciplinary Sergeant determines whether a disciplinary hearing should be held, and determines whether the infractions warrant a Major or Minor Disciplinary Hearing.

INFORMATION TECHNOLOGY

The Commander of Technology oversees all technologies within the Corrections Bureau as well as oversees Personnel Services and Background Investigations. This includes over 100 computers and



printers utilized daily, video surveillance recordings and equipment, inmate telephone system, computerized inmate management system, electronic door control, and the Detention Center's website to name a few items. This Lieutenant also looks at research and development of new technologies. With today's new and updated technologies, the Commander of Technology must always be looking years ahead. This forward thinking is needed to stay up to date with the criminals and the security of this facility.

PERSONNEL SERVICES

Personnel Services is responsible for the management of personnel services, background investigations, recruiting, workman's compensation issues, staff development, and leave issues (FMLA, Sick Leave Donors, etc). The Personnel Assistant is responsible for all aspects of personnel services to include establishing policy and procedures, staff

disciplinary actions, personnel recruitment and retainment, timekeeping, personnel actions and is a Certified Drug Manager.

Background Investigations

A Correctional Corporal handles all background investigations, which are conducted in accordance with Maryland law. All applicants must successfully complete a pre-employment background investigation and polygraph examination. Background investigations include interviews of family, friends, neighbors, and both past and present employers. Criminal and motor vehicle records checks are also performed utilizing the Criminal Justice Information System (C.J.I.S.), the Maryland Information Law Enforcement System (M.I.L.E.S.), as well as municipal, local, and state law enforcement agency records.

FISCAL SERVICES

The Commander of Fiscal Services is responsible for the daily operations of the Accounting/Procurement Office to include purchasing and procurement, grant monitoring, budget, inmate accounts, and logistical management including facility and County property. The Commander of Fiscal Services is also responsible for the management and monitoring of all department accounts to ensure the availability of proper funds, accurate billing and price comparing.

Accounting/Procurement

An Accounts Office Manager and an Accounts Administrative Specialist comprise the Accounting/Procurement Office of the Fiscal Services Section. Personnel in this section are responsible for the management of all funds and accounts within the Corrections Bureau. This includes procurement, all inmate funds, Work Release payroll processing, medical billing, and the Inmate Canteen Fund.

Logistical Operations

One Correctional Corporal staffs the Logistical Operations Section of the Administrative Services Division. The Corporal performs a wide variety of services and duties to include: warehouse operations, delivery of consumable and staple items, accountability/issuance of staff uniforms, and supervision of contracted commissary vendor operations.

Security Division

The Security Division provides overall security, custody, and confinement of all incarcerated persons remanded to the custody of the Detention Center by the judicial system. The division is organized into three primary units: Security Operations/Day Shifts, Security Operations/Night Shifts, and the Special Operations Unit. A Lieutenant commands each of the Security Operations Shifts and each is comprised of two teams that provide 24-hour security coverage of the Detention Center and the Central Booking Unit. The Special Operations Unit is also commanded by a Lieutenant and is comprised of the Transportation Unit, the ICE Unit, and Central Booking. Additionally, this Lieutenant is responsible for any other special operations that might occur.

SECURITY OPERATIONS

The Security Operations Unit, probably the most important unit within the Corrections Bureau, is comprised of four independent teams that work 12-hour rotating shifts. Security staff are charged with the general security, custody, and control of the inmate population and physical plant. Correctional Officers are assigned to specific posts and/or areas during the course of a tour of duty. The duties performed by the uniformed staff of the Security Division are varied and vital to the maintenance of a safe and secure environment for the incarcerated persons remanded to our custody and to all Detention Center personnel.

The Correctional Officer of today must respond to duties that span the spectrum, from counselor to policeman to medical first responder. Indeed, the modern Correctional Officer is required to be a "jack of all trades" and proficient at all of them. Today's Correctional Officer is an expertly trained, self-motivated, well educated, and responsible individual in an extremely demanding and challenging profession. We can attribute the successful operation of the Frederick County Adult Detention Center to these dedicated men and women.

SPECIAL OPERATIONS

Transportation Unit

The Transportation Unit is responsible for transporting all adult prisoners to and from local and out-of-county courts, medical appointments, and evaluations within the State of Maryland. This unit is also responsible for transporting juveniles that have been court-ordered to a juvenile facility within the State of Maryland. The Frederick County Sheriff's Office - Corrections Bureau has a fleet of eleven vehicles.

Central Booking Unit

Another major area within the Special Operations Unit is Central Booking, which officially opened for operation in October of 1996. Central Booking is an integral part of law enforcement processing in Frederick County. Police agencies using the Central Booking Unit include the Frederick County Sheriff's Office, Brunswick City Police, Thurmont City Police, Maryland State Police, Frederick Police Department, Department of Natural Resources Police, and State Fire Marshal's Office. The processing of an arrestee, with the exception of receiving the positive identification, is usually completed before the police officer has finished the law enforcement component of the process. This translates directly to a speedier return of police to police duties.



CCTV (Video Bond Review System)

The Corrections Bureau utilizes a closed circuit video system designed for conducting court bond hearings, bond reviews, and extradition hearings. This closed circuit system is between the courts and the Detention Center. The system allows the hearings to occur without the offender ever leaving the Detention Center. Utilizing this system eliminates the security risk associated with transport and diminishes the cost of transport.

Immigration (I.C.E.)

The Frederick County Sheriff's Office and the Department of Homeland Security, Immigration

and Customs Enforcement have partnered to enhance the safety and security of Frederick County through local enforcement of Federal Immigration Law. The Frederick County Sheriff's Office participates in two separate I.C.E. programs. They are the IGSA (Inter Governmental Service Agreement) which started July 12, 2007 and the 287(g) program which started April 11, 2008.

Emergency Response Team

The Corrections Bureau has staff that is specially trained in special weapons and tactics. This unit is utilized during special occasions for crowd control, high risk inmate movement, cell extractions, and other specialized situations.



Community Services Division

The Community Services Division provides the following legislatively mandated programs that offer sentencing alternatives to the courts: Work Release, Home Detention, Alternative Sentencing and Pretrial Services. These programs are cost effective and well managed alternatives to incarceration that offer an extreme benefit to the Criminal Justice System, the offender and citizens of Frederick County. This division is overseen by a Division Director, Assistant Division Director and a Lieutenant.

WORK RELEASE PROGRAM

The Work Release Program began its operation in 1989. The program is a structured drug and alcohol free operation with a “zero tolerance” approach for substance abuse. The basic concept of the Work Release Program is to allow offenders, who are employed at the time of sentencing, to maintain their jobs in the community, pay program costs and continue to lend financial support to the family. The participants must provide their own transportation to and from employment and are held accountable for maintaining total compliance to program guidelines. Community Supervision is provided on a daily basis by Correctional staff. The Work Release Center provides dormitory style housing for a maximum of 112 males and 16 females.

HOME DETENTION PROGRAM

The Home Detention Program is staffed with one Corporal and one Correctional Officer/Community Monitor. The Home Detention Program began in 1991. This is a program that is based on intensive supervision through use of Global Positioning Satellites (GPS). The inmate is mandated to wear an ankle bracelet and a GPS tracker at all times. The Frederick County Home Detention Program focuses on the non-violent offender who is willing to modify behavior in terms of accountability, both inside and outside of the residence. Participants maintain a structured schedule, demonstrating their responsibility through job performance with accountability to the Work Release Center.

Participants on the program are also required to maintain employment and pay a supervision fee. The offender has alcohol testing in the home and is required to report randomly to the Work Release Center for programs and random drug testing.

PRETRIAL SERVICES PROGRAM

Two Correctional Classification Specialists supervise defendants that are court ordered to participate in the Pretrial Services Program. In 1993, the Frederick County Sheriff's Office, through legislation, was authorized to establish and direct a Pretrial Release Program. The basic concept of the Pretrial Services Program is to release eligible defendants awaiting trial from the Frederick County Adult Detention Center while ensuring a high rate of court appearance. The program focuses on monitoring non-violent offenders in the community. This offsets the cost of their incarceration for Frederick County taxpayers, while minimizing the risk of safety to the community.

DRUG AND ALCOHOL MONITORING

The Work Release Program has a certified on-site drug testing system that allows for immediate test results in determining substance abuse. It is the policy of the Frederick County Sheriff's Office to maintain substance free programs. Participants on Work Release, Home Detention and Pretrial Services are tested on a random basis. A Certified System Manager and trained operators conduct testing.

ALTERNATIVE SENTENCING PROGRAM

The program began operation in 1982 as part of the Frederick County Sheriff's Office. The program provides the judiciary a sentencing option to order nonviolent offenders to perform court-ordered community service hours in lieu of a jail sentence or high court costs. Community service hours are performed at worksites that meet criteria established in the enabling legislation. The Alternative Sentencing Program utilizes over 90 different worksites to include local, county and state agencies, churches, fire

companies and many other non-profit organizations.

The PADDD (Positive Alternatives to Dangerous and Destructive Decisions) program was established in 2007. The 3-hour program is a collaboration of speakers from the medical field, recovered trauma patients, families and law enforcement/EMS personnel. The program is an educational tool offering defendants an opportunity to lessen the number of points placed on their license as a result of traffic related charges.

In 2008, the Alternative Sentencing Program began managing the community service component for the Frederick County Drug Court. The 3rd Millennium Classrooms program was also established. The Alternative Sentencing Program manages court ordered referrals in the completion of an on-line educational class designed for misdemeanor drug and alcohol offenders. Defendants in all programs are required to pay an administrative fee to the agency to offset the cost of the program.

COMMUNITY LABOR UNIT/INMATE LABOR PROGRAM

The Community Labor Unit offers free labor to local and state government agencies, churches, fire companies and many other non-profit organizations. The work crew is made up of work release authorized inmates and defendants that are court ordered and managed by the Alternative Sentencing Program. Examples of work performed include daily cleaning of the Visitation Area and District Court Commissioners Offices at the Detention Center, collection and removal of recyclable paper, grounds maintenance and special projects. Some of the special projects included moving 100's of boxes of books from the Urbana Library storage area to the new Brunswick Library, moved Internal Audit from 30 N. Market St. to Winchester Hall, painted several classrooms and hallways at Twin Ridge Elementary School, and rebuilding of the Sheriff's Office Firing Range shooting room.



Inmate Services Division

The Inmate Services Division is overseen by a Director and Assistant Director and is accountable for all programs and services available to the inmate population. This includes classification, food, laundry services, medical services, mental health services, substance abuse programs, library services, GED programs, and religious programs.

CLASSIFICATION

Classification Specialists handle the daily tasks such as new offender intakes, release dates, housing assignments, work assignments, program assignments, release preparation, inmate request slips, referrals, housing unit management and inmate classification. The Classification Specialists are also responsible for sex offender registration, victim notification, DNA collection, detainers and extraditions, transferring inmates to the Maryland Division of Corrections, and act as a liaison to a variety of public agencies.

The Assistant Director of Inmate Services responds to all inmate grievance issues, organizes bi-monthly inmate council meetings, and handles issues with program and contractual staff. In addition to supervising the Correctional Classification Specialists, the Assistant Director also supervises Social Work interns from local colleges. Volunteer orientations and volunteer management is also a component of the Inmate Services Division.

FOOD AND LAUNDRY SERVICES

Food and Laundry Services are operated and maintained by Detention Center staff. The Food Services Manager, who is a Registered Dietitian, oversees all kitchen and laundry operations. A Dietary Supervisor and cooks assist the Food Services Manager. There are also approximately 26 inmate kitchen workers and six (6) inmate laundry workers. The inmates assist with food preparation, food storage, and meal service. All inmate kitchen workers are required to attend monthly training on various topics taught by the food service staff and are to abide by all Frederick County Health Department regulations. The kitchen at the Frederick County Adult Detention

Center also prepares meals for the Meals on Wheels Program.

MEDICAL SERVICES

Medical Services contracted out to ConMed Inc. and are accredited by the National Commission on Correctional Health Care. The medical unit has nursing staff on duty 24 hours a day/seven days a week, and a licensed physician or Physicians Assistant is on-call and visits the facility at least 4-5 times a week to see inmates. Inmates receive appropriate in-house care and may be referred to outside providers for specialized care. Inmates are required to pay \$4.00 per medical visit and \$4.00 for each prescribed medication. Dental services are also provided for a \$4.00 charge.

Mental Health Services

Mental health services are provided through an agreement with ConMed Inc. ConMed Inc. provides on-site credentialed personnel to provide psychiatric treatment and case management services to mentally ill offenders at the Frederick County Adult Detention Center. Licensed social workers, licensed professional counselors, psychiatrists, and a psychologist provide direct services.

It is important to note that with all of our mental health services, community and other agency support is paramount to the provision of services and the continuation of services once an inmate is released from the Detention Center. The cooperation among County agencies and other support systems in Frederick County is exceptional.

SUBSTANCE ABUSE PROGRAMS

Substance abuse programs are provided through the Frederick County Health Department. Funding sources are a combination of county, state, and federal grant programs. Substance abuse counselors are on-site at the Detention Center, Monday through Friday to provide drug and alcohol treatment and education to both men and women. The primary focus of the Detention Center's program is increasing awareness and personal responsibility in the recovery of our

participants. Strong emphasis is placed on relapse prevention and following through with treatment recommendations upon release.

LIBRARY SERVICES

Library services are provided through the Frederick County Public Library System. The Inmate Canteen Account provides the funding for supplies, books, and resource materials. There is currently one full-time and one part-time Librarian assigned to the Detention Center. A wide range of books and materials are available for the inmates use, including legal reference materials, fiction, non-fiction, self-help, magazines, and current local and regional newspapers. The Librarians are able to assist inmates with research and are available to assist those in need of enhancing their literacy skills. Computers are provided without Internet access for inmates

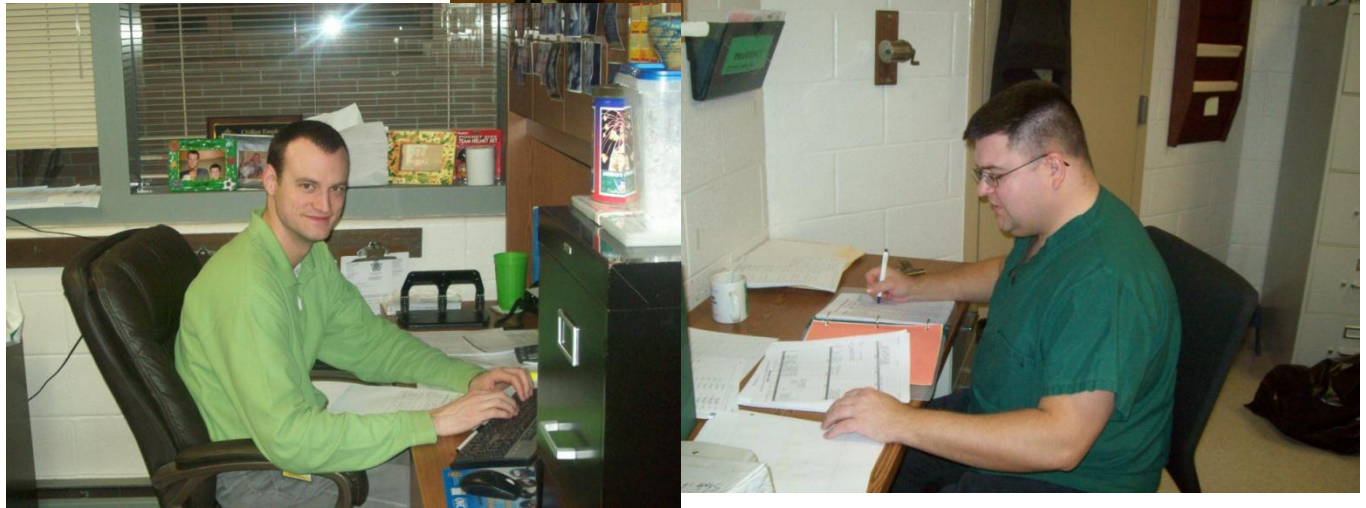
desiring to write letters, make cards, or to prepare information relevant to their individual court cases.

G.E.D. PROGRAM

A GED instructor from Frederick Community College conducts classes for male and female inmates at the Frederick County Adult Detention Center. The source of funding for the materials and testing fees is the Inmate Canteen Account.

RELIGIOUS PROGRAMS

Currently the Frederick County Adult Detention Center utilizes volunteer chaplains and other religious volunteers to provide services to the inmate population. Such services include bible studies, church services, and individual pastoral counseling.



Staff Recognition

Correctional Officer of the Year: Cfc. Christopher Lawson
Correctional Employee of the Year: Kelly Carmack
Instructor of the Year: Cfc. Jessie Burriss

Frederick County Citizen Advisory Committee Outstanding Performance Award Recipients:
 Patti Fisher-Hawkins Angela Spencer

Frederick County Citizen Advisory Committee Life Saving Award Recipients:
 Cfc. William Albrecht Cfc. Christopher Lawson Cfc. William Murdorf

Frederick County Citizen Advisory Committee Unit Citation Recipients:
 Transportation Unit – Corrections Bureau

Staff Promotions:

David Ward	Captain	to	Major
Charles Clarke	Sergeant	to	Lieutenant
Jason Cave	Corporal	to	Sergeant
Jennifer Swope	Corporal	to	Sergeant
Michael Doriguzzi	Correctional Officer II	to	Corporal
Michael Flowers	Correctional Officer II	to	Corporal
Brian Blair	Correctional Officer II	to	Corporal
Jason Moon	Correctional Officer II	to	Corporal
Anthony Shives	Correctional Officer II	to	Corporal
Kenneth Anthony	Correctional Officer II	to	Corporal
Christopher Lawson	Correctional Officer II	to	Corporal
Christopher Davis	Correctional Officer I	to	Correctional Officer II
William Fleegle	Correctional Officer I	to	Correctional Officer II
Adrienne Sheiss	Correctional Officer I	to	Correctional Officer II
Arielle Patton	Correctional Officer I	to	Correctional Officer II
Timothy Strickland	Correctional Officer I	to	Correctional Officer II
Mark Orndorff	Correctional Officer I	to	Correctional Officer II
Lori Govans	Correctional Officer I	to	Correctional Officer II
Kelly Carmack	Administrative Specialist IV	to	Personnel Assistant
Traci Ott	Administrative Specialist III	to	Administrative Specialist IV

Staff Retirement:

Cpl. Wendy Torelli
 Cpl. William Clay

Physical Plant

Physical Plant Construction

Detention Center	Opened	October 1984
Work Release	Opened	July 1989
Phase I Construction	Remodeled Kitchen, Medical Unit, Warehouse Space, Administrative Area, and an additional 112 Beds	August 1996
Phase II Construction	Expanded Intake Unit, Central Booking Unit, Support Services	August 1997
Phase III Construction Phase IIIa Construction	New 128-bed Work Release Facility opened. Renovation of Administrative Areas	June 2005 December 2007

Program Enhancements

Electronic Monitoring	Initiated	April 1992
Certified 8 Week Correctional Entry Level Academy	Initiated	September 1994
Pretrial Release Program	Initiated	March 1995
Alternative Sentencing Supervised Work Crews		1995
Closed Circuit Bond Review	Initiated	1995
Central Booking	Initiated	October 1996
Certified 1 Week Field Training Officer Program		November 1996
Control Center Upgrade	Completed	November 2004

Facility Bed Capacity

General Population Beds	326	
Special Units (Intake, Medical, and Segregation)	79	
Work Release Beds	128	
Total Beds	533	
Total Facility Cells	203	(188 Double Bunked)
Home Detention	40	

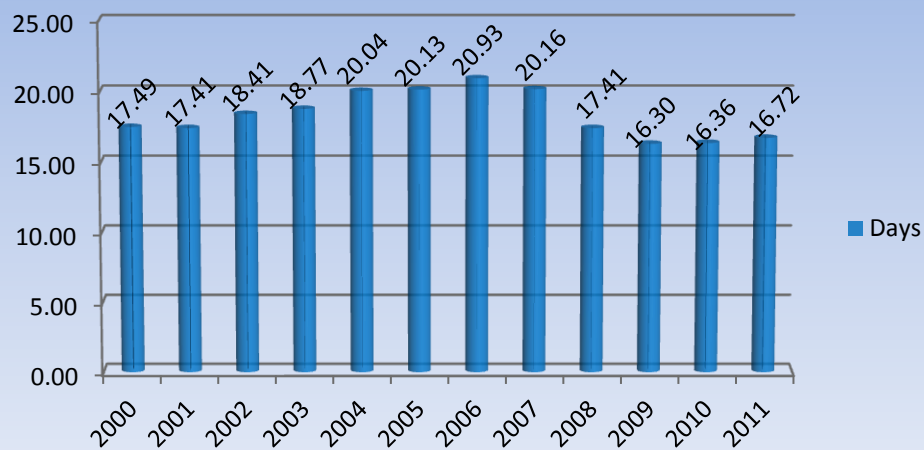


Population Statistics

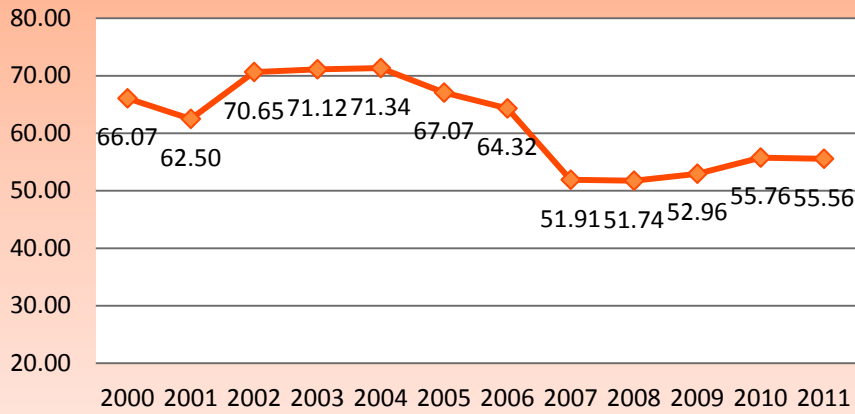
Male & Female Population

	Prisoner Intakes	Prisoner High	Prisoner Low	Prisoner Average	W / E Average	W / R Average	Total Average Population
January	294	472	403	368.13	1.32	60.26	429.71
February	293	455	403	365.14	1.72	61.82	428.68
March	292	434	390	343.61	0.94	69.29	413.84
April	327	444	400	341.43	1.34	74.10	416.87
May	277	443	401	342.35	1.26	76.58	420.19
June	301	435	394	337.80	0.94	74.30	413.04
July	328	430	389	330.36	1.54	75.97	407.87
August	308	445	392	340.96	1.71	71.97	414.64
September	328	450	409	355.50	1.50	66.10	423.10
October	302	430	394	352.42	1.06	55.68	409.16
November	279	443	389	353.60	0.57	60.74	414.91
December	290	415	360	326.87	0.39	58.83	386.09
Total:	3,619	5,296	4,724	4,158.17	14.29	805.64	4,978.10
Average:	302	443.80	397.50	348.30	1.26	67.89	417.46
High:	328	472	409	368.13	1.72	76.58	429.71
Low:	277	415	360	326.87	0.39	55.68	386.09

Average Length of Stay

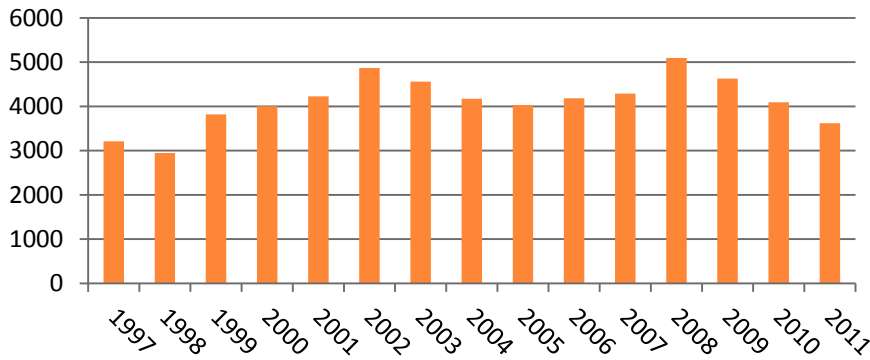


Recidivism

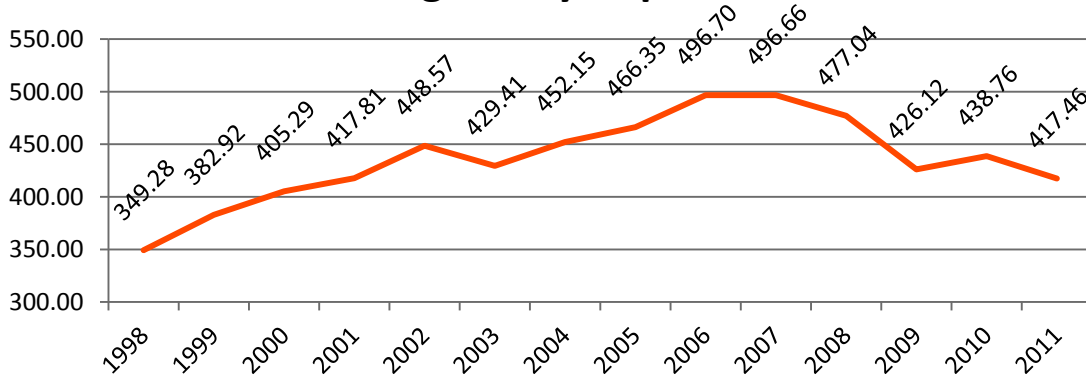


Intakes

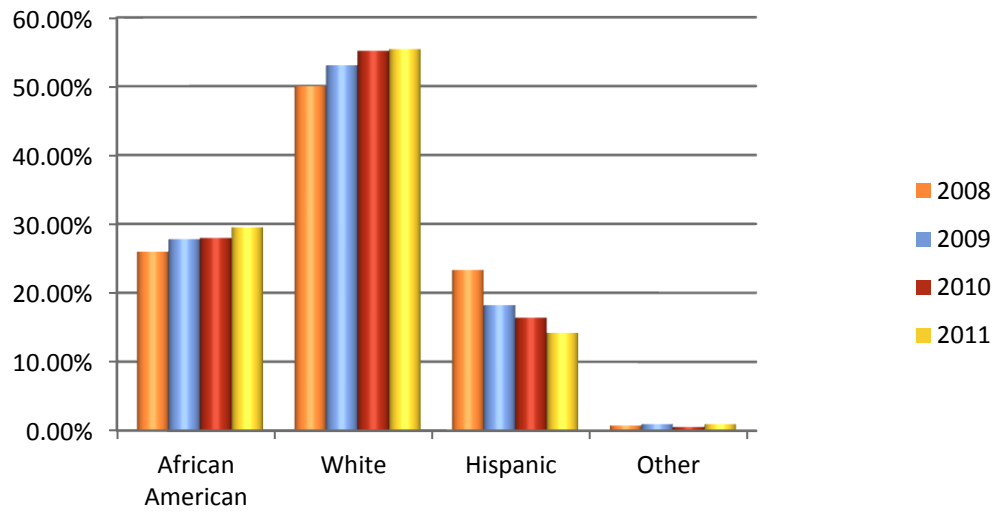
(Jail, Weekenders, Home Detention, and Work Release)



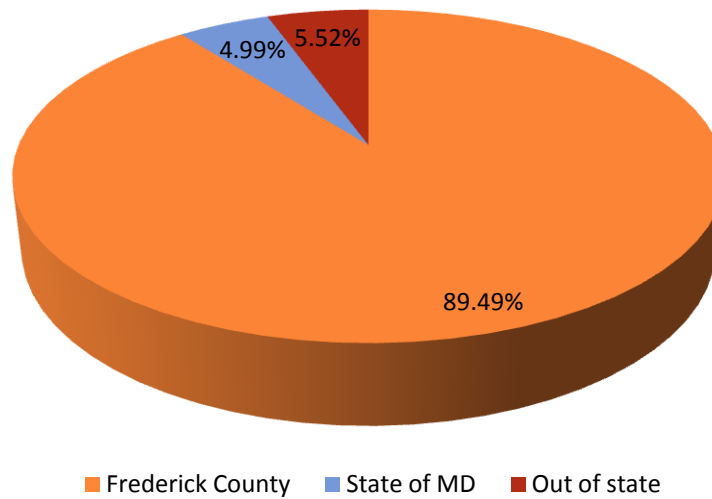
Average Daily Population



Population by Race



Inmate Residency at Intake



Top 10 Charges

DWI	655
ASSAULT-SEC. DEGREE	407
VOP VIOLATION	397
DRIVING ON SUSPENDED LIC AND PRIV	329
CDS: POSSESS-NOT MARIJUANA	309
CDS: POSSESSION-MARIJUANA	251
THEFT LESS \$1000	242
VIOLATION OF PROBATION	237
FAILURE TO APPEAR	228
DRIVING MOTOR VEH ON HWY W/O REG LICENSE	209

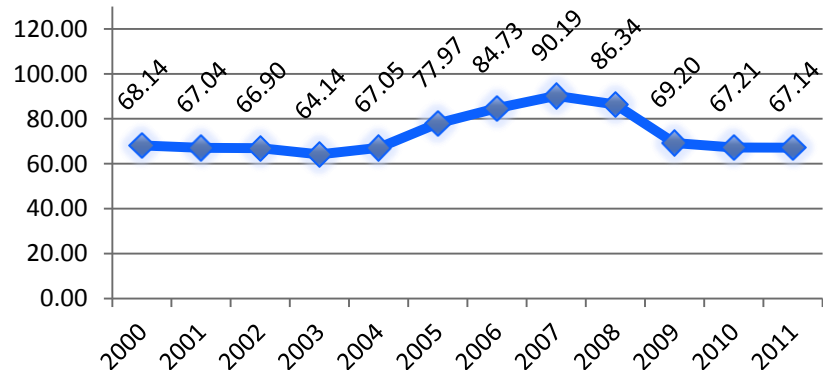
Community Services Statistics

Home Detention Averages

	Males	Females
January	4.03	0.32
February	3.29	2.25
March	3.00	3.00
April	4.77	2.87
May	4.23	3.23
June	1.73	2.00
July	4.03	1.84
August	5.97	1.00
September	5.43	0.67
October	5.19	1.00
November	4.20	1.00
December	3.32	0.13

Total: 49.19 19.31

Work Release Average Population



Pretrial Services Stats

Average Population

	Males	Females	Male & Females	Days of Month	Prisoner Days	Per Diem	Cost Savings
January	59.00	8.00	67.00	31	2,077	\$80.21	\$166,596.17
February	54.00	11.00	65.00	28	1,820	\$80.21	\$145,982.20
March	50.00	14.00	64.00	31	1,984	\$80.21	\$159,136.64
April	54.00	13.00	67.00	30	2,010	\$80.21	\$161,222.10
May	52.00	14.00	66.00	31	2,046	\$80.21	\$164,109.66
June	53.00	17.00	70.00	30	2,100	\$80.21	\$168,441.00
July	58.00	18.00	76.00	31	2,356	\$80.21	\$188,974.76
August	63.00	12.00	75.00	31	2,325	\$80.21	\$186,488.25
September	61.00	9.00	70.00	30	2,100	\$80.21	\$168,441.00
October	55.00	7.00	62.00	31	1,922	\$80.21	\$154,163.62
November	47.00	6.00	53.00	30	1,590	\$80.21	\$127,533.90
December	51.00	6.00	57.00	31	1,767	\$80.21	\$141,731.07
Total:	657.00	135.00	792	365	24,097		\$1,932,820.37

Alternative Sentencing Client Profile

(not stet & Diversion Cases)

	Male	Female	White	Black	Other
January	39	21	45	13	2
February	32	15	34	8	5
March	35	26	43	18	0
April	35	15	30	18	2
May	30	20	40	6	1
June	33	15	32	14	2
July	35	14	34	14	1
August	32	13	31	14	0
September	16	19	25	10	0
October	36	17	37	15	1
November	19	5	18	4	2
December	21	11	24	6	2
Total	363	191	393	140	18

Alternative Sentencing Age Range

	Age Low	Age High
January	18	55
February	18	56
March	18	55
April	18	66
May	18	53
June	18	56
July	18	56
August	18	55
September	18	50
October	18	71
November	18	56
December	18	51
High/Low	18	71

Alternative Sentencing Intakes

Circuit Court	246
District Court	242
Stet/Diversion	367
Drug Court	15
Other	67
Total Intakes	937
Total Hours Assigned	38,980

Alternative Sentencing Profile

	12yrs educ.	<12yrs Educ.	Higher Educ.	Employed	Unemployed	Student	Retired	Student Empl.	First Offenders	Prior Record
January	30	6	24	39	19	2	0	0	38	22
February	13	4	13	20	5	5	0	0	20	10
March	29	10	22	38	20	3	0	0	38	23
April	24	8	18	27	18	4	1	0	29	21
May	35	1	14	29	18	3	0	0	26	24
June	24	7	17	31	17	0	0	0	27	21
July	21	6	22	34	13	2	0	0	35	14
August	28	4	13	25	17	3	0	0	35	10
September	17	5	13	21	14	0	0	0	20	15
October	27	10	16	31	20	2	0	0	33	20
November	13	3	8	15	9	0	0	0	14	10
December	13	8	11	19	9	4	0	0	21	11

Central Booking and Transportation Statistics

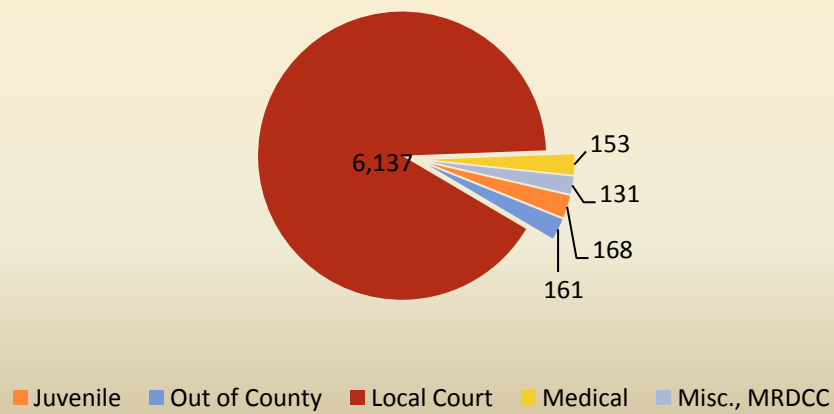
Central Booking Intakes

	FCSO	FPD	MSP	Thurmont	Brunswick	Other	Total
January	79	159	60	7	1	0	306
February	88	147	42	5	9	2	293
March	94	168	45	2	3	1	313
April	107	188	46	2	1	8	352
May	83	204	41	6	3	0	337
June	91	156	36	7	3	0	293
July	86	191	55	4	3	0	339
August	98	179	36	7	8	1	329
September	67	182	33	6	5	1	294
October	75	159	21	4	2	0	261
November	92	143	29	7	4	0	275
December	81	150	41	3	6	0	281
TOTAL	1041	2026	485	60	48	13	3673
Average per month	86.75	168.83	40.42	5.00	4.00	1.08	306.08

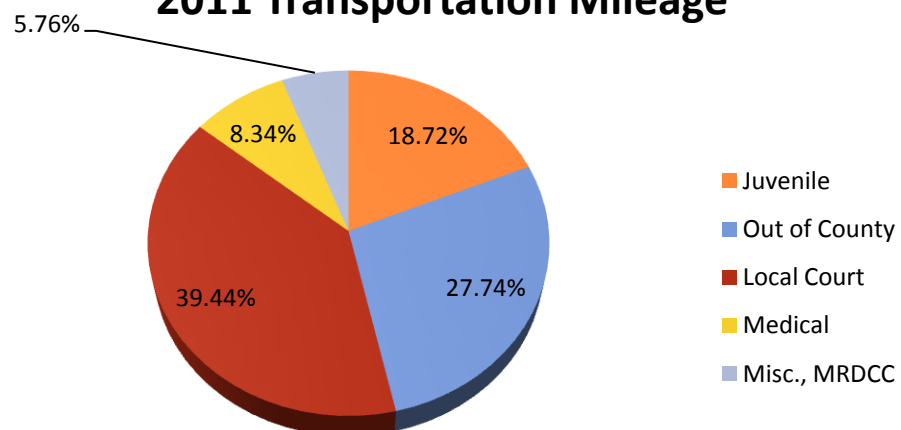
Central Booking Arrests Committed to Detention Center

	FCSO	FPD	MSP	Thurmont	Brunswick	Other	Total
January	36	84	31	4	1	0	156
February	56	92	23	4	7	2	184
March	64	104	20	2	1	1	192
April	75	101	27	4	1	0	208
May	45	109	13	6	1	0	174
June	55	82	21	2	1	0	161
July	43	96	34	2	3	0	178
August	52	103	23	6	6	0	190
September	33	101	20	2	4	1	161
October	50	93	13	3	2	0	161
November	59	68	18	5	2	0	152
December	47	68	21	3	3	0	142
Total	615	1101	264	43	32	4	2059
Percentage Committed	59.08%	54.34%	54.43%	71.67%	66.67%	30.77%	56.06%

Inmates Transported in 2011



2011 Transportation Mileage



Video Bond Review

Males	1,006
Females	197
Extradition Hearings	77
Males Released PR	84
Females Released PR	33

Immigration Statistics

Citizenship

	#	%
Mexico	39	21.5%
Honduras	20	11.0%
El Salvador	57	31.5%
Guatemala	33	18.2%
Brazil	2	1.1%
Ecuador	3	1.7%
Nigeria	1	0.6%
Colombia	1	0.6%
Uganda	1	0.6%
Dom. Republic	2	1.1%
Panama	1	0.6%
Jamaica	1	0.6%
Benin	1	0.6%
Trinidad	1	0.6%
Peru	1	0.6%
Kenya	1	0.6%
South Africa	1	0.6%
Iran	1	0.6%
Guana	1	0.6%
Costa Rica	4	2.2%
Germany	1	0.6%
Liberia	1	0.6%
Ghana	1	0.6%
Sierra Leone	1	0.6%
Bolivia	1	0.6%
Senegal	1	0.6%
Argentina	2	1.1%
Ethiopia	1	0.6%

AGENCY

FCSO	40
FPD	110
MSP	30
Other Agency	7

Charge Type

Misdemeanors	169
Felonies	18

Prior Encounters

Law Enforcement	86
Immigration	104
287g	23

Inmate Data

# Inmates Interviewed	401
# Data Base Query	214
# Inmates Processed	181
Detainers Lodged	187
203's Lodged	181

of the # Processed:

CRIMINAL (MANDATORY DETENTION)

Criminal NTA	11
851 Agg. Felon	0
Overstay	11
871 Re-Entry	19
B&B Ordered Deported	15

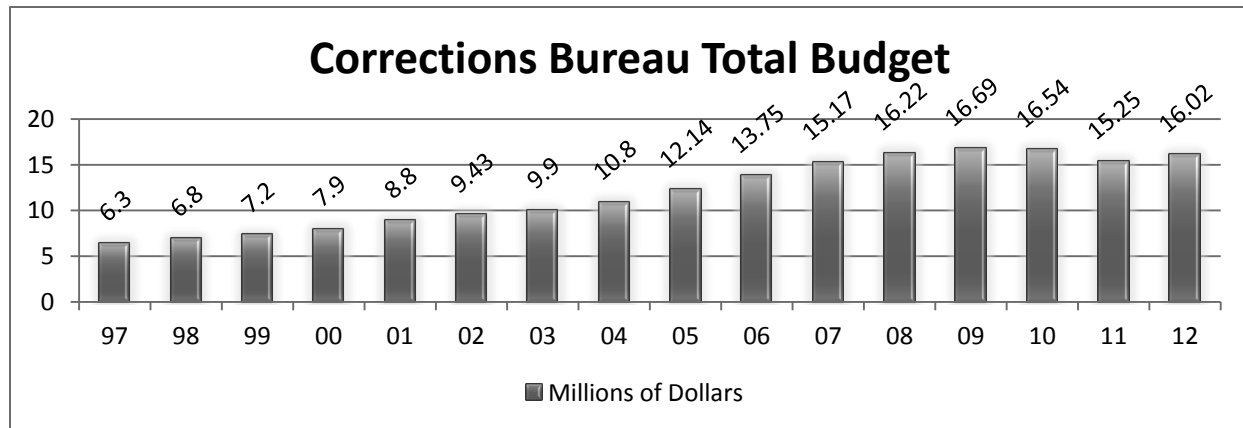
NON CRIMINAL (NON-MANDATORY DETENTION) EWI

862 NTA	124
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Charges

DWI	15
CDS	9
Robbery	0
Sex Offense	4
Assault	22
DV	2
ICE Arrest	0
Traffic	23
Fraud	4
Disorderly Conduct	0
Theft	4
B&E	0
Trespass	5
DWL	65
Other	34

Miscellaneous Statistics



Fees paid by the Inmates in 2011

Work Release Room and Board fees collected:	\$205,138.38
Home Detention Fees collected:	\$ 31,434.00
Alternative Sentencing Fees Collected:	\$ 32,040.00
Fees collected from P.A.D.D.D:	\$ 7,080.00
Fees collected from 3 rd Millennium:	\$ 4,220.00
Fees collected for Medications:	\$ 11,178.58
Fees collected for Inmate Medical Visit:	\$ 2,564.45

2011 Training Hours

	Approved In-Service	Advanced Training	Orientation Programs	Academy Programs	Other (Roll Call, Briefing, etc.)
Corrections Bureau	7,058.5	1,320	3,311	1,819	600
Other Agencies	0	0	0	1,065	0
TOTAL:	7,058.5	1,320	3,311	2,884	600

In total, the Frederick County Sheriff's Office - Corrections Bureau provided a total of 14,108.50 hours of training during the 2011 calendar year.

Task	Number
Writing In-depth Incident Reports	2,999
Conduct Inmate Counts	2,190
Uses of Force	55
Use of the Restraint Chair	8
Jail Log Entries	771,931
Inmate Disciplinary Hearings	582
Supervising Inmate Recreation Sessions	1,460
Routine Facility Shakedowns	244
Security Inspections	52

Inmate Services Statistics

Classification Stats

CJIS BACKGROUND CHECKS	1,373	MOVES to IN-HOUSE WD	743
DISCIPLINARY HEARINGS	425	NOTARY SERVICES	149
DNA referrals	95	PAROLE - approved	67
DNA samples collected	51	PAROLE - denied	152
GED - passed test (female)	1	PAROLE HEARINGS - total	104
GED - passed test (male)	3	PAROLE REVOCATION HEARINGS	38
GED - signed up (female)	8	RECLASSES – Ad Seg/PC	287
GED - signed up (male)	23	RECLASSES - monthly	112
GED - took pre-test	31	RELEASE BOOK UPDATES	637
GED - took test (female)	3	RELEASE INTERVIEWS	121
GED - took test (male)	8	RELEASES - DOC	88
GROUP SESSIONS	19	RELEASES - time served	5
HIV post-test counseling	21	SENTENCES CALCULATED	928
HIV pre-test counseling	21	SEX OFFENDERS registered	80
HIV tests	36	SPANISH SERVICES/ INTERPRET.	28
IAD/DETAINDER paperwork	62	TRAINING/SPECIAL ASSIGNMENTS	52
ICE DETAINEE CONTACTS	395	VIC/WITNESS name added	60
INMATES PAROLED	40	VIC/WITNESS notified	56
INTAKES - Spanish (female)	3	VOLUNTEER contacts	241
INTAKES - Spanish (juvenile)	0	VOLUNTEER orientations	92
INTAKES - Spanish (male)	66	WEEKENDERS	439
INTAKES (female)	183	WEEKENDERS - no pay	21
INTAKES (juvenile)	7	WEEKENDERS - no show	9
INTAKES (male)	821	*Death Notifications Rec'd	8
IR's RESPONDED TO	724	*Death Notifications - contacted P.D.	2
LANGUAGE LINE	4	*Death Notifications made to inmate	7
HOUSING MOVES (general pop.)	1,900	**ICE GRIEVANCES	3

Kitchen

Inmate Meals	426,891
Meals on Wheels	16,194
Cost to feed an Inmate per Day	\$4.93

Inmate Grievances

Number of Grievances by Inmates	94
Number resolved at Coordinator Level	89
Number resolved at Director Level	5
Number resolved at Bureau Chief Level	0

Medical Statistics

Hospital Admissions/# of inpatient days	8/37
Outside Consultations	163
Emergency Room Visits	29
Outside X-rays	0
In-house X-rays	471
In-house EKGs	37
Inmates seen by Physician	1,259
Inmates seen by Dentist	239
Inmates seen by Optometrist	0
Inmates seen by Staff:	
A. Screens (Officers)	0
B. Nurse Sick Call	3,110
C. History/Physicals	1,545
D. NP/PA	1,503
Number of Positive PPDs	93
CXR and/or Treatment	417
Number of STDs	6
HIV Tests	
A. Number Tested	38
B. Number of Positive HIVs	0
Infirmery Admissions	406
Infirmery Total Inpatient Days	2,397
On-Site Specialty Clinics:	
A. Hypertensive/Cardiac	114
B. Seizure Disorder	28
C. Diabetes	63
D. Pulmonary	55
E. Immunity	18
Inmates Screened for Reading Glasses	101
Treatments	4,941
Finger sticks	6,127
Emergency Visits to Medical	772
Vital Signs	6,275
MRSA	32
Deaths	0
Rec. Injuries (requiring transport)	44

**Program Statistics**

Religious (Male)	4,090
Muslim Services	263
Religious (Female)	1,744
Narcotics Anonymous (Male)	5
Narcotics Anonymous (Female)	23
Labor Program	415
Parenting Class (Female)	183
Parenting Class (Male)	45
Alcoholics Anonymous (Male)	830
Alcoholics Anonymous (Female)	278
Al-Anon (Female)	195

Mental Health

Suicide Watch	101
Psychiatrist Visits	994
Mental Health Professional Visits	1,119
Case Manager Visits	1,343

TAMAR

Assessments	102
Individual Sessions	499
Group Sessions	99

Volunteers

	Visits	Volunteers	Hours
January	107	54	159.75
February	76	47	87.25
March	85	45	110.75
April	94	52	128
May	85	45	115.5
June	91	46	116.25
July	46	92	133.8
August	97	47	154.5
September	89	48	129.8
October	75	43	113
November	96	52	129.9
December	105	57	158.5
TOTAL	1,046	628	1,537
Avg./ month	87.17	52.33	128.08

Certifications

Maryland Commission on Correctional Standards

- 1983 to present
- Life, Safety, Health Issues



Maryland Correctional Training Commissions Regulations

- Correctional Officer Entrance Academy - 10 Weeks
- Counseling Staff/Cooks - 5 Weeks
- Annual In-Service Training - 18.0 Hours
- C.P.R./ First Aid or Maryland First Responder Training
- Supervisor Training Program - 1 Week
- Instructor Training Program - 1 Week
- Administrator Training Program - 2 Weeks



National Commission on Correctional Health Care

- 1983 to Present
- Medical Care/Programs (Doctors, Dentist, Mental Health Issues)



National Institute of Corrections

- Regional Training Site



Immigration and Customs Enforcement

- 287g Program
- IGSA Program
- Annual Audits to ensure compliance with Federal Standards



Inspection/Audits

Grand Jury (bi-annually)
 Maryland Commission on Correctional Standards
 National Commission on Health Care
 Health Department (Food Service)
 Maryland Occupational Safety and Health (M.O.S.H.)
 Fire Marshal
 Maryland Correctional Training Commission
 Maryland Division of Corrections (Records)
 Immigration and Customs Enforcement (I.C.E.)

June and December
 Three Year Cycle
 Two Year Cycle
 Annually
 Two Year Cycle
 Annually
 Annually
 Annually
 Annually

Directory

Detention Center Main Number	301-600-2550	
Sheriff Charles E. Jenkins, Sheriff of Frederick County	301-600-1532	110 Airport Drive East Frederick, MD, 21701
Colonel David Benjamin Chief Deputy	301-600-3618	110 Airport Drive East Frederick, MD, 21701
Lt. Colonel William V. Delauter Corrections Bureau Chief	301-600-2555	7300 Marcie's Choice Lane Frederick, MD 21704
Major David W. Ward Assistant Corrections Bureau Chief	301-600-2802	7300 Marcie's Choice Lane Frederick, MD 21704
Captain C. Steve Snow Director of Security	301-600-3067	7300 Marcie's Choice Lane Frederick, MD 21704
Lori Frazee Director of Inmate Services	301-600-2544	7300 Marcie's Choice Lane Frederick, MD 21704
Theresa Benner Director of Community Services	301-600-1723	7281 Marcie's Choice Lane Frederick, MD 21704
Administrative Division	301-600-3183	7300 Marcie's Choice Lane Frederick, MD 21704
Support Services	301-600-1807	
Technology	301-600-3065	
Accreditation	301-600-3068	
Fiscal Services	301-600-3004	
Personnel	301-600-2830	
Security Division	301-600-3470	7300 Marcie's Choice Lane Frederick, MD 21704
Shift Supervisor	301-600-3012	
Transportation	301-600-3020	
ICE Unit	301-600-6829	
Inmate Services Division	301-600-3002	7300 Marcie's Choice Lane Frederick, MD 21704
Medical Unit	301-600-3008	
Mental Health	301-600-2599	
Dietician	301-600-3063	
Chaplain	301-600-3010	
Community Services	301-600-1724	7281 Marcie's Choice Lane Frederick, MD 21704
Work Release	301-600-1727	
Alternative Sentencing	301-600-1928	
Home Detention	301-600-2856	



Frederick County Adult Detention Center
7300 Marcie's Choice Lane
Frederick, MD 21704
301-600-2550

<http://frederickcountymd.gov/index.aspx?NID=684>